

**COLUMBIA COUNTY PUBLIC HEALTH DISTRICT**  
**Columbia County, Washington**  
**January 1, 1993 Through December 31, 1993**

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**Schedule Of Findings**

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1. Cash Receipt Controls Should Be Improved

During our audit of cash receipting of the district, we observed the following weaknesses:

- a. Licenses, permits, and other chargeable documents are not prenumbered and controlled.
- b. Cash received is not reconciled to the number of permits or licenses issued.
- c. Each person delivering service, also collects revenues for the service, and did not immediately remit to the administrator for deposit.
- d. Deposits were not made timely. There were delays of up to a month after the receipts received.
- e. Immunizations purchased are not compared to the expected revenue from those purchases.

These weaknesses could allow errors and/or irregularities to occur without being detected in a timely manner. In addition, we cannot determine if the district received all of the revenue that it should have.

We recommend the district implement the following:

- a. Licenses, permits, and all chargeable documents be prenumbered and controlled.
- b. Cash receipts be reconciled to the licenses, permits, and other chargeable documents issued, and a periodic inventory of the documents be done by a person independent of the cash receiver.
- c. Immunizations purchased should be compared to the revenue expected from the amount purchased.
- d. Cash receipts be made in a timely manner by the individual cash receivers, and the deposits with the county be made in a timely manner.
- e. The district have one central cashier, who receives all cash receipts.

2. The District Should Pursue Support Payments

Our review of the support payments from the City of Dayton and Town of Starbuck showed that they did not remit their full commitment for 1993 as follows:

	<u>Amount Received</u>	<u>Amount Budgeted</u>	<u>Under Paid</u>
City of Dayton	\$42,000	\$42,754	\$ (754)
Town of Starbuck	1,884	3,768	(1,884)

RCW 70.46.085 states:

The expenses of providing public health services shall be borne by each county, city, or town within the health district, and the local health officer shall certify the amount agreed upon or as determined pursuant to RCW 70.46.080, and remaining unpaid by each county, city, or town to the fiscal or warrant issuing officer of such county, city or town.

If the expense as certified is not paid by any county, city or town within thirty days after the end of the fiscal year, the local health officer shall certify the amount due to the auditor of the county in which the government unit is situated who shall promptly issue his warrant on the county treasurer payable out of the current expense fund of the county, which fund shall be reimbursed by the county auditor out of the money due said governmental unit at the next monthly settlement or settlements of the collection of taxes and shall be transferred to the current expense fund.

The district did not notice the shortage until 1994, when the administrator took over the fiscal duties.

This resulted in the district receiving \$2,638 less than they should have.

We recommend that the district pursue payment of the unpaid amounts from the member governments. We further recommend that the district review prior year payments, and pursue recovery of any unpaid amounts from prior years.

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**Schedule Of Federal Findings**

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1. Payroll Charges To Federal Programs Should Be Supported By Time And Attendance Records

Our audit of the Special Supplemental Food Program for Women, Infants, and Children (WIC) program disclosed that the district was charging payroll costs to the program based on a time study done during a two-week period in September (the first month of the new program year). The district does not have a time reporting system to ensure that payroll charges remain valid for the entire period of the program.

The "Common Rule" for *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* and U.S. Office of Management and Budget (OMB) Circular A-87, *Cost Principals* establish standards for documentation and allowability of costs chargeable to federal grant programs. Among those standards are:

- a. Grantee financial management systems shall provide for records that identify adequately the source and application of funds for grant supported activities ("Common Rule").
- b. Amounts charged to grant programs for personal services will be based on payrolls supported by time and attendance or equivalent records for individual employees (OMB Circular A-87).

The district management did the time study as required by the Washington State Department of Health. They were under the impression that this was all that was required and that payroll costs could be charged to the program based on the results of that study.

Without time and attendance records we cannot determine if salary and benefits charged to the federal programs are properly distributed.

We recommend the district establish a time and attendance reporting system, including written procedures which comply with the standard set forth in the "Common Rule" and OMB Circular A-87.